



**VISAYAS**  
STATE UNIVERSITY

**Office of the President**

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17 August 2016

**MEMORANDUM CIRCULAR NO. 49**  
Series of 2016


- T O: All VSU Faculty including those in the Satellite Campuses**
- R E: Change of Schedule of Classes Allowed Only if with Prior Approval**

It has come to the attention of this Office that there are faculty members who automatically change the schedule of their classes based on informal agreement with their students without the proper documentation and approval of said change of class schedule.

Please be informed that the faculty can be held liable in case of any untoward incidents affecting concerned students should said eventuality happen because the students came to class not during the official schedule of classes or they were somewhere else when they are supposed to be on campus attending classes.

Should there be a need to change class schedule due to official travel or leave of absence and other valid reasons, the faculty concerned should first secure approval of the said change of class schedule from the College Deans including those in the satellite campuses and submit said approval to the Registrar for adjustment of university/class schedule before implementing the same. Department Heads are directed to ensure that no change in class schedule should be made by his/her faculty without approved request.

For strict compliance.

  
**EDGARDO E. TULIN**  
✚ President

**VISAYAS STATE UNIVERSITY**  
**Visca, Baybay, Leyte**  
Department of \_\_\_\_\_

**PERMIT TO GIVE EXAMINATION/HOLD CLASS  
OUTSIDE OF REGULAR CLASS SCHEDULE**

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_  
☐ Lecture ☐ Laboratory Regular Class Schedule: \_\_\_\_\_

May I request to ☐ hold exam ☐ conduct class outside of the regular schedule to (date and time) \_\_\_\_\_ at the (venue) \_\_\_\_\_ for the following reasons:

- ☐ Exam is departmental and students taking the exam belong to different sections.
- ☐ Regular meeting day has been declared a holiday.
- ☐ Others (specify) \_\_\_\_\_

**I hereby certify** that the above schedule is agreed upon by all students concerned and not in conflict with any calendared University activity. Students who cannot take the exam/attend the class due to justifiable reason agreed to make up at a convenient time.

\_\_\_\_\_  
*Signature Over Printed Name of Faculty*

**Recommending Approval:**

\_\_\_\_\_  
Department Head

**Noted:**

**PROF. MANOLO B. LORETO**  
Dean of Students

**APPROVED:**

\_\_\_\_\_  
College Dean

cc: OVPI